Taking the Lead

A five day residential programme

Overview

The 'Taking the Lead' five day programme has been designed to cover all of the elements in which it is critical for a supervisor or manager to be skilled as they make the transition to becoming an effective leader.

Objectives

- To develop the responsibilities and accountabilities of the first line manager .

- To manage the issues you may face with work-based friends and colleagues when moving from 'peer' to 'leader'.

- To build and manage an effective team through key leadership skills.

- To develop essential people management skills.

- To develop key coaching and delegation techniques in order to strengthen the team's capabilities.

- To build upon existing communication skills in order to manage assertively and with influence.

- To increase your confidence, and ability, in performance managing your team members.

- To understand your own leadership style, the impact this can have on others and how to adapt your style to suit the individual and the situation.

- To introduce the key areas of cost control and performance measures within your role as supervisor or manager.

- To understand the commercial impact of non-conformance to legislation, company processes and procedures.

Content

DAY ONE		DAY TWO		DAY THREE		DAY FOUR		DAY FIVE	
09:30-10:00	Welcome, Introductions & Objectives:	08:30-08:45	Welcome to Day Two	08:30-08:45	Welcome to Day Three	08:30-08:45	Welcome to Day Four	08:30-08.45	Welcome to Day Five
10:00-10:15	Feedback and Personal growth model – Johari Window	08:45-10:15	Effective Communication	08:45-09:30	Support & Challenge group meeting	08:45-09:15	Support & Challenge group meeting	08:45-10:30	Commercial Awareness and Performance Measures
		10:15-10:30	*Coffee*	09:30-10:30	Managing by Motivation	09:15-16:30	OC 3 – "Robin Hood's Gold-3 (Walesby)"		
10:15-10:45	Skills Input 1 – "Teams & Team Behaviours"	10:30-11:30	Skills Input 2 - Coaching Skills – introduction, techniques and practice	10:30-10:45	*Coffee*	*16:30-16:45*	*Coffee*	*10:30-10:45*	*Coffee*
10:45-11:00	*Coffee*			10:45-12:00	Managing Performance	16:45-17:45	Project "Gamma" Review	10:45-11:15	Managing Performance / Developing individual Talent in your Team
11:00-11:30	Leadership & Management	11:30-12:00	Coaching Pairs	*12:00-12:45*	*Lunch*	17:45	Evening Off! - Sponsor's Dinner		
11:30-12:45	Team project: "Quickbuild" Outdoor Team Activity:	12:00-12:45	*Lunch*	12:45-17:15	OC 2 – "Robin Hood's Gold -2 (Walesby)"			11:15-12:00	Final Support & Challenge Meeting
		12:45-13:15	Map Reading / Orienteering Skills:			06:30	Coffee	*12:00-12:45*	*Lunch*
12:45-13:30	*Lunch*	13:15-16:45	OC 1 – "Robin Hood's Gold – Part 1	17:00-17:45	OC 2 – "Robin's Hood Gold – Day 2"	16:45	Project "Gamma" Review	12:45-14:00	The Feedback Game
13:30-15:30	What's my Flavour?	*16:15-16:30*	*Coffee*	17:45-18:30	Coaching Pairs - Practical Session	17:45	Evening Off! - Sponsor's Dinner	*14:00-14:15*	*Coffee*
15:30-15:45	*Coffee*	16:30-17:15	OC 1 – "Robin Hood's Gold – Part 1", cont./	18:30	Close of day			14:15-15:00	Coaching Pairs – Final Practical Session
15:45-16:45	Conflict Management	17:15-17:45	Coaching Pairs - Practical Session	08:30-08:45	Welcome to Day Three			15:00-15:30	Course Review and Close
16:45-17:15	Support & Challenge Groups – introduction	17:45	Close of day	08:45-09:30	Support & Challenge group meeting				
17:15-17:20	Day One Review			09:30-10:30	Managing by Motivation				
Evening Wk	Support & Challenge Groups								